

LMS USER GUIDE

REQUESTED LEARNING (LEARNER VIEW)

Requested Learning is an optional feature that is enabled when an organisation allows their learners to request their own training material rather than always allocating courses to them.

WHAT THE LEARNERS SEES - When Requested Learning is enabled in an LMS, the Requested Learning tab will be accessible from the learner dashboard. When the learner selects the Requested Learning tab, they will see the options available:

The screenshot displays the E-nable LMS interface. At the top, the E-nable logo is on the left, and 'Powered by VIRTUAL COLLEGE' is on the right. Below the logo is the tagline 'the complete LMS solution' and the navigation links 'Create ► Manage ► Deliver'. A blue navigation bar contains links for 'Home', 'Virtual College', 'Help & Support', and 'Logout'. Below this bar, the breadcrumb trail shows '>> Dashboard' and the date '26 January 2010'. The main content area features a tabbed interface with 'Active Learning', 'Completed Learning', 'Requested Learning' (selected), and 'Personal Development'. The 'Requested Learning' tab is active, showing the title 'Requested Learning' with a link to 'Export', the text 'You currently have no outstanding training requests.', and three buttons: 'Course Request', 'New Learning Activity Request', and 'Record Historical Learning'. To the right of the main content is a user profile for 'Sue Butler' with a 'Help' link. The profile includes a placeholder for a profile image, the text 'no profile image', and an 'Edit Profile' link. Below the profile is a 'Messages' section with a 'Help' link, showing 'You have (0) new messages in your inbox' and links to 'Announcements', 'Links', and 'Resources'. At the bottom of the page, there is a 'Contact Us' link on the left and a copyright notice 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved' on the right.

Course Request – this option enables the learner to request a course from the directory of courses which have already been set up by their administrator(s).

New Learning Activity Request – this option enables the learner to submit a request to undertake or attend a course which is not already set up in their organisation.

Record Historical Learning – this option enables users to register learning that they have undertaken in the past. (This is an optional feature - so this function will only be available if the organisation has specified that it should be switched on).

WHAT HAPPENS WHEN A REQUEST HAS BEEN MADE

What happens after a learner has submitted a request will depend on what their administrator(s) have specified regarding levels of authorisation. In some instances no manager/administrator approval may be necessary and a course will automatically appear on the learner's record as soon as they have made the request.

In other instances the learner's manager (and possibly also a senior administrator) will need to approve the course prior to it being made available to the learner. For example, if there are significant costs involved, the organisation will need to authorise this prior to the learner receiving permission to undertake the course.

However, whatever the level of approval, the learner is kept advised of the current state of any request by notices on their training record and messages/emails.

THE FOLLOWING PROVIDES INSTRUCTIONS RELATING TO THE 3 TYPES OF REQUESTED LEARNING

1) From the Dashboard Select the **Requested Learning** Tab

2) Click on the link to the type of request you require

The screenshot displays the E-nable LMS interface. At the top, the logo 'E-nable' is followed by 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. A top navigation bar includes 'Home', 'Virtual College', 'Help & Support', and 'Logout'. Below this, a secondary bar shows '>> Dashboard' and the date '26 January 2010'. The main content area features a tabbed interface with 'Active Learning', 'Completed Learning', 'Requested Learning' (selected), and 'Personal Development'. A 'Help' icon is next to the tabs. Under the 'Requested Learning' tab, the text 'Requested Learning [Export](#)' is followed by 'You currently have no outstanding training requests.' Below this text are three buttons: 'Course Request', 'New Learning Activity Request', and 'Record Historical Learning'. A text box with the instruction 'Then select link for your chosen request' has three arrows pointing to each of these buttons. To the right of the main content, a user profile section for 'Sue Butler' shows her name, a 'no profile image' placeholder, and links for 'Edit Profile' and 'Help'. Below the profile, her details are listed: 'Organisation: PAB Enable Demonstration', 'Department: PAB Demos - Dept 1', 'Manager: N/A', and 'Last Login: 26 Jan, 2010'. A 'Messages' section at the bottom right shows 'You have (0) new messages in your inbox' and links for 'Announcements', 'Links', and 'Resources'. The footer contains a 'Contact Us' link and a copyright notice: 'Copyright © 1995-2010 Virtual College Group PLC | All Rights Reserved'.

The options you then see will depend upon the type of request you have chosen

COURSE REQUEST

3) Highlight the course


[>> Dashboard](#) >> [Learning Activity Directory](#)

Learning Activity Directory

Please begin by selecting the learning activity that you are interested in. Once you have made your selection, click the learning activity will then be submitted to your tutor / moderator. If it is then approved by your tutor / moderator, it will

Quick Search

Name | Type

 Pab - Course Netw	Learning
---	----------

Once you have highlighted your chosen course, select Request Course

[Request Course](#)

4) Select **Request Course**

You will then see information about the course that you have selected

5) Check the course details

[>> Dashboard](#) >> [Learning Activity Directory](#) >> [Course Preview](#)

Course Preview

Course Title	Pab - Course Networking 170909
Description	N/A
Type	E-learning
Provider	N/A
Authorisation	Manager Then Section Admin
Creation Date	11-Sep-2009
Course Manager	Paul Butler
Cost	£0
Modules	PAB - Networking 170909

Check the course details to ensure that this suitable for you, then Select Request Course to proceed with the request

[Request Course](#) [Return to Directory](#)

6) Select **Request Course**

NEW LEARNING ACTIVITY REQUEST

PLEASE GO
DIRECTLY TO STEP 7

Steps 3, 4 , 5 and 6 do
not apply

RECORD HISTORICAL LEARNING

PLEASE GO
DIRECTLY TO STEP 7

Steps 3, 4 , 5 and 6 do
not apply

You will then need to complete details regarding your request. The information required can vary depending upon your organisation's specifications and the course you have chosen. Here are examples of forms for each of the 3 types of Requested Learning.

7) Complete the form

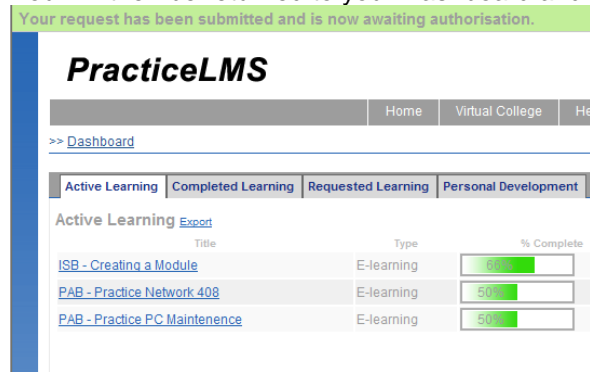
Dashboard >> Learning Activity Directory >> Course Preview >> Course Request	Dashboard >> New Learning Activity Request	Dashboard >> Record Prior Learning
Course Request Course/Learning Activity Title * <input type="text" value="Pab - Course Networking 170909"/> Please provide a brief description of the course and your reasons for attending * Required <input type="text" value="Computer networking.Which will enable me to troubleshoot and rectify networking problems"/> Start Date <input type="text" value="26"/> <input type="text" value="January"/> <input type="text" value="2010"/> Time <input type="text" value="09 AM"/> <input type="text" value="Min"/> Duration <input type="text" value=" < 1 Day"/> Course Costs (£) * <input type="text" value="10"/> Associated Costs (£) <input type="text"/> <input type="button" value="Submit Request"/> <input type="button" value="Cancel"/>	New Learning Activity Request Course/Learning Activity Title * <input type="text" value="CISCO"/> Please provide a brief description of the course and your reasons for attending * <input type="text" value="Networking Course"/> Provider * <input type="text" value="Keighley College"/> Show list Which key business objectives does this course meet? * Type * <input type="text" value="External Course (certificated)"/> Start Date <input type="text" value="29"/> <input type="text" value="May"/> <input type="text" value="2010"/> Time <input type="text" value="09 AM"/> <input type="text" value="Min"/> Duration <input type="text" value=" < 1 Day"/> Course Costs (£) * <input type="text" value="100"/> Associated Costs (£) <input type="text"/> <input type="button" value="Submit Request"/> <input type="button" value="Cancel"/>	Record Prior Learning Course/Learning Activity Title * <input type="text" value="Certificate in Education"/> Reason that you attended this course * <input type="text" value="To become a qualified Teacher"/> Type * <input type="text" value="Professional Qualification"/> Date <input type="text" value="11"/> <input type="text" value="November"/> <input type="text" value="2007"/> Duration <input type="text" value="7+ Days"/> Cost (£) <input type="text"/> Associated Costs (£) <input type="text"/> <input type="button" value="Submit Request"/>

8) Select **Submit Request**

9) Check the top of the screen to view the status of your request

You will then be returned to your Dashboard and will see a message at the top of the screen advising you of the current status of your request.

Your request has been submitted and is now awaiting authorisation.



PracticeLMS

Home Virtual College Help & Support

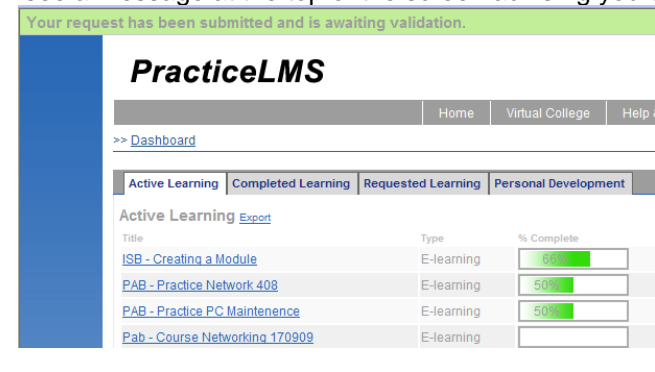
>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Active Learning [Export](#)

Title	Type	% Complete
ISB - Creating a Module	E-learning	60%
PAB - Practice Network 408	E-learning	50%
PAB - Practice PC Maintenance	E-learning	50%

Your request has been submitted and is awaiting validation.



PracticeLMS

Home Virtual College Help & Support

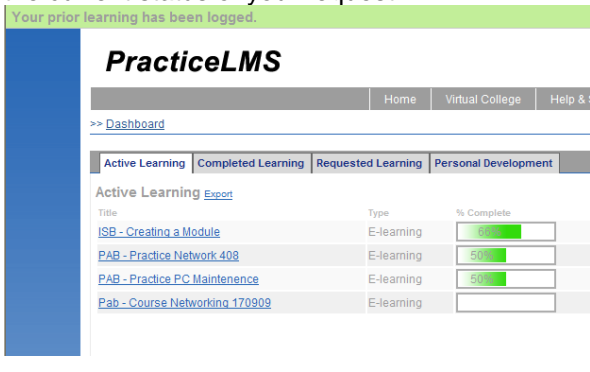
>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Active Learning [Export](#)

Title	Type	% Complete
ISB - Creating a Module	E-learning	60%
PAB - Practice Network 408	E-learning	50%
PAB - Practice PC Maintenance	E-learning	50%
Pab - Course Networking 170909	E-learning	

Your prior learning has been logged.



PracticeLMS

Home Virtual College Help & Support

>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Active Learning [Export](#)

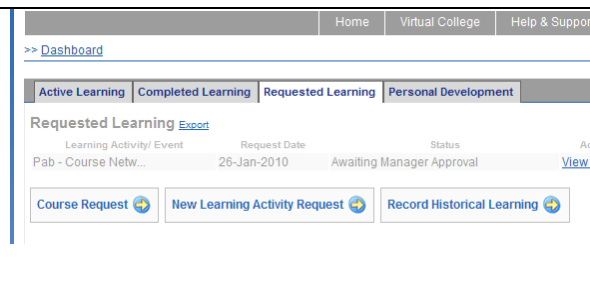
Title	Type	% Complete
ISB - Creating a Module	E-learning	60%
PAB - Practice Network 408	E-learning	50%
PAB - Practice PC Maintenance	E-learning	50%
Pab - Course Networking 170909	E-learning	

10) To check any outstanding requests, click on the Requested Learning tab

If the course requires approval, you can always check the current status of your request by selecting the Requested Learning tab. In the following example, there is a course awaiting Manager Approval. The following 2 examples show a Course Request and a New Learning Activity Request that are awaiting Manager Approval.

PLEASE NOTE:

If your request did not require any authorisation (as in this example of Recording Historical Learning), the details will automatically appear on the appropriate tab on your Dashboard.



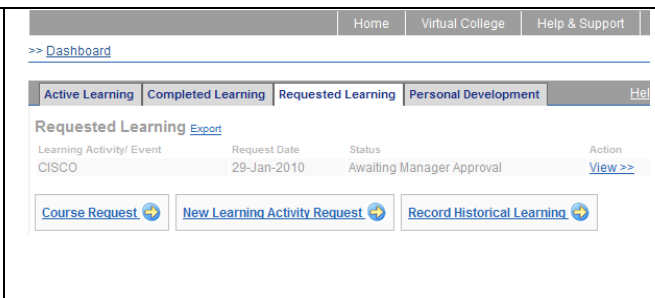
>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Requested Learning [Export](#)

Learning Activity/ Event	Request Date	Status	Action
Pab - Course Netw...	26-Jan-2010	Awaiting Manager Approval	View >>

[Course Request](#)
[New Learning Activity Request](#)
[Record Historical Learning](#)



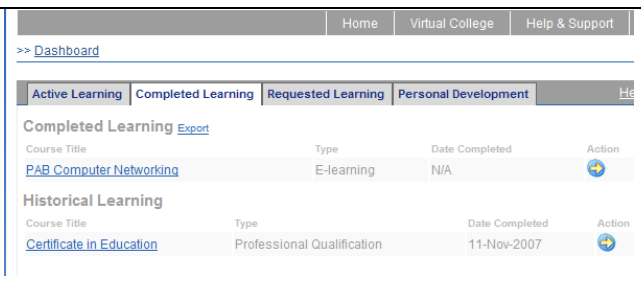
>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Requested Learning [Export](#)

Learning Activity/ Event	Request Date	Status	Action
CISCO	29-Jan-2010	Awaiting Manager Approval	View >>

[Course Request](#)
[New Learning Activity Request](#)
[Record Historical Learning](#)



>> Dashboard

Active Learning Completed Learning Requested Learning Personal Development

Completed Learning [Export](#)

Course Title	Type	Date Completed	Action
PAB Computer Networking	E-learning	N/A	View >>

Historical Learning

Course Title	Type	Date Completed	Action
Certificate in Education	Professional Qualification	11-Nov-2007	View >>

11) If your request requires authorisation, you will receive message(s) /e-mail(s) from the appropriate Manager regarding your request

Message and email examples are shown below

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>> [Dashboard](#) >> [Messages](#) 28 January 2010

Inbox				Help
	From	Subject	Received	Action
	Training Management System	Practice LMS TMS: Course Request Authorised	28/01/2010	
	Paul Butler	Practice LMS e-Learning Registration Details	17/09/2009	

[Contact Us](#)

Quicklinks

- [Send Message](#)
- [Mark All as Read](#)
- [View Sent Messages](#)
- [Delete All Messages](#)

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Home Virtual College Help & Support Logout

>> [Dashboard](#) >> [Messages](#) 28 January 2010

Inbox				Help
	From	Subject	Received	Action
	Training Management System	Practice LMS TMS: Course Request Authorised	28/01/2010	

Dear Susan Turner

Your learning request made via the Training Management System (TMS) has been approved.

You have been allocated the following training material: Pab - Course Networking 170909.

Your training material can be accessed at www.vctms.co.uk using the following username and password:

Username - isbp170909
Password - 123qwe

[Click here to log directly in to the TMS](#)

Message Reference: 2277-2279-10445-322481-0

	Paul Butler	Practice LMS e-Learning Registration Details	17/09/2009	
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[Contact Us](#)

Quicklinks

- [Send Message](#)
- [Mark All as Read](#)
- [View Sent Messages](#)
- [Delete All Messages](#)

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This is an example of an email confirming a request approval

12) Once the request has been approved you can access it in the usual way via your **Active Learning** tab

Once a request has been approved, the course details will appear on your Active Learning tab (or your Completed Learning Tab in the case of Historical Learning)

PracticeLMS

HomeVirtual CollegeHelp & SupportLogout


>> Dashboard26 January 2010

Active LearningCompleted LearningRequested LearningPersonal DevelopmentHelp ?

Active Learning [Export](#)

Title	Type	% Complete	Action
ISB - Creating a Module	E-learning	60%	➔
PAB - Practice Network 408	E-learning	50%	➔
PAB - Practice PC Maintenance	E-learning	50%	➔
Pab - Course Networking 170909	E-learning		➔

Susan TurnerHelp ?



no profile image

Organisation:
PAB - Practice Organisation

Department:
PAB - Dept 1

Manager:
Sue Butler SA

Last Login:
26 Jan, 2010

[Edit Profile](#)

MessagesHelp

[✉](#) You have (0) new messages in [your inbox](#)

[🚩 Announcements](#)

[🌐 Links](#)

[📁 Resources](#)

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